

## FACILITIES MANAGEMENT

### BUDGET UNIT: UTILITIES (AAA UTL)

#### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Appropriation	15,931,125	14,503,536	16,611,351	15,730,303
Total Revenue	<u>167,073</u>	<u>-</u>	<u>-</u>	<u>-</u>
Local Cost	15,764,052	14,503,536	16,611,351	15,730,303
<b><u>Workload Indicators</u></b>				
Electric	11,241,499	10,250,000	11,723,700	11,723,700
Gas	645,968	846,000	820,200	820,200
Water	1,559,515	1,270,000	1,623,461	1,623,461
Sewer	691,604	500,000	794,977	794,977
Disposal	970,482	879,000	899,700	899,700

Actual expenditures exceeded budget as a result of an increase in costs in electrical ,disposal, and water/sewer rates that were partially offset by the electrical retrofit program.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of \$881,048 in this budget unit. County Schools will provide reimbursement to this budget unit of \$466,048 in 2003-04 for utility costs, and County Schools will pay for phone costs directly.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

None.

#### V. OTHER POLICY ITEMS

Historically administration of the Utilities budget, which is under the auspices of the Facilities Management Department, included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. One position – 1.0 Energy/Utility Analyst costing \$64,380– is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities - principally electric, gas, water and sewer – and will coordinate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Utilities  
FUND: General AAA UTL

FUNCTION: General  
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b>Appropriation</b>					
Services and Supplies	16,141,351	14,053,536	2,107,815	-	16,161,351
Transfers	470,000	470,000	-	-	470,000
Total Exp Authority	16,611,351	14,523,536	2,107,815	-	16,631,351
Reimbursements	-	(20,000)	-	-	(20,000)
Total Appropriation	16,611,351	14,503,536	2,107,815	-	16,611,351
Local Cost	16,611,351	14,503,536	2,107,815	-	16,611,351

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Utilities  
FUND: General AAA UTL

FUNCTION: General  
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## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Services and Supplies	16,161,351	(435,000)	15,726,351	-	<b>15,726,351</b>	-	15,726,351
Transfers	<u>470,000</u>	<u>-</u>	<u>470,000</u>	<u>-</u>	<u><b>470,000</b></u>	<u>-</u>	<u>470,000</u>
Total Exp Authority	16,631,351	(435,000)	16,196,351	-	<b>16,196,351</b>	-	16,196,351
Reimbursements	<u>(20,000)</u>	<u>(446,048)</u>	<u>(466,048)</u>	<u>-</u>	<u><b>(466,048)</b></u>	<u>-</u>	<u>(466,048)</u>
Total Appropriation	16,611,351	(881,048)	15,730,303	-	<b>15,730,303</b>		15,730,303
Local Cost	16,611,351	(881,048)	15,730,303	-	<b>15,730,303</b>	-	15,730,303

## FACILITIES MANAGEMENT

### Base Year Adjustments

Services and Supplies	<u>2,107,815</u>	Other - increase in utility costs.
Total Appropriation	<u>2,107,815</u>	
Local Cost	<u>2,107,815</u>	

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### Recommended Program Funded Adjustments

Services and Supplies	(20,000)	Adjusted due to reduction in reimbursements.
	(415,000)	Local cost transfer to Superintendent of Schools in budget (AAA SCL) for ISD telephone service charges.
	<u>(435,000)</u>	
Reimbursements	20,000	One time reimbursement for electrical usage at Ontario facility in 2002-03.
	(466,048)	Reimbursement from Superintendent of Schools budget (AAA SCL) for utilities.
	<u>(446,048)</u>	
Total Appropriation	<u>(881,048)</u>	
Total Revenues	<u>-</u>	
Local Cost	<u>(881,048)</u>	